

Certification of Obligations Workbook

Table of Contents

1.0	Certification of Obligations Workbook	2
1.1	Worksheet Parameters and Contents	2
1.1.1	Page Item & Column Descriptions	5
1.2	High Level – PO Worksheet.....	7
1.3	High Level – Non-PO Worksheet	9
1.4	Deob Candidates Worksheet.....	10
1.5	Transaction Detail – Reference Number Worksheet.....	11
1.6	Transaction Detail – Document Group & Number Worksheet.....	12

1.0 Certification of Obligations Workbook

The Certification of Obligations workbook was developed to help to review and validate all open obligations. The workbook is composed of five worksheets. The *High Level – PO* and *High Level – Non-PO* worksheets list the obligations that must be certified. The *Deob Candidates* worksheet identifies inactive documents which are potential candidates for deobligation. This workbook also provides users with the ability to research detailed information associated with the obligations in the *Transaction Detail – Reference Number* and *Transaction Detail – Document Group & Number* worksheets.

1.1 Worksheet Parameters and Contents

The following table identifies the parameters available for query purposes, items included on each worksheet, and applicable business areas for the Certification of Obligations workbook:

Worksheet	Parameters	Content Description	Business Areas
High Level - PO	<ul style="list-style-type: none"> ✓ As of GL End Date ✓ Bureau Code ✓ Org1 ✓ Org2 (%) ✓ Org3 (%) ✓ Enter 1 or more Project Codes (%) 	<p>Page Items:</p> <ul style="list-style-type: none"> ✓ Bureau Code ✓ Affected Doc Group <p>Detail Items:</p> <ul style="list-style-type: none"> ✓ Affected Document No ✓ Vendor Report Name ✓ Affected Item Type ✓ Fund Code Fiscal Year ✓ Fund Code ✓ Program 1 4 Code ✓ Org 1 7 Code ✓ Project Code ✓ Object 1 2 Code ✓ UDO + UDO_DWADJ ✓ UEXP + UEXP_DWADJ ✓ PEXP + PEXP_DWADJ ✓ Total Oblig (with DWADJ) ✓ Max Trans Date 	<ul style="list-style-type: none"> ✓ FMC ✓ Line Office

Worksheet	Parameters	Content Description	Business Areas
High Level – Non-PO	<ul style="list-style-type: none"> ✓ As of GL End Date ✓ Bureau Code ✓ Org1 ✓ Org2 (%) ✓ Org3 (%) ✓ Enter 1 or more Project Codes (%) 	<p>Page Items:</p> <ul style="list-style-type: none"> ✓ Bureau Code <p>Detail Items:</p> <ul style="list-style-type: none"> ✓ Fund Code Fiscal Year ✓ Fund Code ✓ Affected Item Type ✓ Vendor Report Name ✓ Program 1 4 Code ✓ Org 1 7 Code ✓ Project Code ✓ Object 1 2 Code ✓ Affected Doc Group ✓ Affected Document No ✓ UDO + UDO_DWADJ ✓ UEXP + UEXP_DWADJ ✓ PEXP + PEXP_DWADJ ✓ Total Oblig (with DWADJ) ✓ Max Trans Date 	<ul style="list-style-type: none"> ✓ FMC ✓ Line Office
Deob Candidates	<ul style="list-style-type: none"> ✓ As of GL End Date (DD-MON-YYYY) ✓ Bureau Code ✓ Org1 ✓ Org2 (%) ✓ Org3 (%) ✓ Enter 1 or more Project Codes (%) 	<p>Page Items:</p> <ul style="list-style-type: none"> ✓ Bureau Code ✓ Affect Doc Group <p>Detail Items:</p> <ul style="list-style-type: none"> ✓ Deob (Y/N)? ✓ Affect Document No ✓ Affected Item Type ✓ Vendor Report Name ✓ Fund Code Fiscal Year ✓ Fund Code ✓ Org 1 7 Code ✓ Project Code ✓ Object 1 2 Code ✓ UDO + UDO_DWADJ ✓ UEXP + UEXP_DWADJ ✓ PEXP + PEXP_DWADJ ✓ Total Oblig (with DWADJ) ✓ Max Trans Date ✓ Payment Office Code 	<ul style="list-style-type: none"> ✓ FMC ✓ Line Office

Worksheet	Parameters	Content Description	Business Areas
Transaction Detail – Reference No.	✓ Affected Reference Number (%)	Page Items: ✓ Bureau Code Detail Items: ✓ Affected Doc Group ✓ Affected Document No ✓ Affected Document Type ✓ Affected Item Type ✓ Affected Reference No ✓ PO Feeder Sys No ✓ Fiscal Year ✓ Fund Code Fiscal Year ✓ Org1 Code ✓ Org2 Code ✓ Org3 Code ✓ Fund Code ✓ Project Code ✓ Task Code ✓ Object 1 2 Code ✓ Trans Date ✓ PY Record Flag ✓ UDO ✓ UEXP ✓ PEXP ✓ Subsystem Code ✓ Trans Source ✓ UDO DWADJ ✓ UEXP DWADJ ✓ PEXP DWADJ	✓ FMC ✓ Line Office

Worksheet	Parameters	Content Description	Business Areas
Transaction Detail – Doc Group & No.	<ul style="list-style-type: none"> ✓ Affected Document Group ✓ Affected Document Number 	<p>Page Items:</p> <ul style="list-style-type: none"> ✓ Bureau Code ✓ Affected Doc Group ✓ Project Code <p>Detail Items:</p> <ul style="list-style-type: none"> ✓ Affected Document No ✓ Affected Document Type ✓ Affected Item Type ✓ Affected Reference No ✓ PO Feeder Sys No ✓ Fiscal Year ✓ Fund Code Fiscal Year ✓ Org1 Code ✓ Org2 Code ✓ Org3 Code ✓ Fund Code ✓ Project Code ✓ Task Code ✓ Object 1 2 Code ✓ Trans Date ✓ PY Record Flag ✓ UDO ✓ UEXP ✓ PEXP ✓ Subsystem Code ✓ Trans Source ✓ UDO DWADJ ✓ UEXP DWADJ ✓ PEXP DWADJ ✓ Org 1 7 Code 	<ul style="list-style-type: none"> ✓ FMC ✓ Line Office

1.1.1 Page Item & Column Descriptions

The following provides a description of the page items and column headings for the worksheet contents within the Certification of Obligations workbook:

<u>Name</u>	<u>Description</u>
Affected Document No.	Displays the NOAA Data Warehouse assigned number that tie all document components together.
Affected Document Group	<p>Displays the group type of the document (e.g. PO = One Time Purchase Orders, EA = Estimated Accrual, etc.)</p> <p><i>Note: These group types can be found using Discoverer's Reference-Data Workbook</i></p>
Affected Document Type	<p>Displays the type of document (e.g. EA =Estimated Accrual, INV =Invoice, PO = One time Purchase Order, etc.)</p> <p><i>Note: These document types can be found using Discoverer's Reference-Data Workbook</i></p>

<u>Name</u>	<u>Description</u>
Affected Item Type	Displays the item type of the document (e.g. INTAGR = Interagency Agreement, GOODS = goods, SERV = Services, SUPPLY = Supplies, etc.) <i>Note: These item types can be found using Discoverer's Reference-Data Workbook (Code type = CDITEM)</i>
Affected Reference No	Displays the reference number associated with a particular document from the Core Financial System (CFS). This field in CFS is not mandatory so it may or may not be filled out.
Bureau Code	Displays the bureau code selected or groups the documents by a specific bureau code.
Deob (Y/N)?	Displays a blank field for the user to download the spreadsheet and fill in with a yes or no as to whether or not that line needs to be deobligated.
Fiscal Year	Displays the fiscal year of the document.
Fund Code	Displays the fund code of the document.
Fund Code Fiscal Year	Displays the fund code fiscal year of the document.
Max Trans Date	Date of last transaction of the document.
Object 1 2 Code	Displays the first two positions of the object class of the document. (i.e. 25-27)
Org1 Code	Displays the first position of the Organizational Code, which represents the Line Office.
Org2 Code	Displays the second position of the Organizational Code, which represents the Financial Management Center (FMC).
Org3 Code	Displays the third position of the Organizational Code, which represents an office under the FMC.
Org 1 7 Code	Displays all seven positions of the Organizational Code.
Payment Office Code	Displays the code representing where the payment was processed. (e.g. HQS, EASC, CASC, MASC, & WASC)
PEXP	Displays for the document the total amount of the paid expenditures.
PEXP + PEXP_DWADJ	Displays for the document the total amount of paid expenditures and paid expenditures with downward adjustments.
PEXP DWADJ	Displays for the document the total amount of the paid expenditures with downward adjustments.
PO Feeder Sys No	Identifies feeder system, if applicable.

<u>Name</u>	<u>Description</u>
Project Code	Displays the project code associated to the document. When displayed in the report section, it will display the task code as well. When used in the Page Item, it will group the documents by a particular project code.
PY Record Flag	Displays a Yes (Y) or No (N) as to whether or not a prior year cost was associated with the document.
Subsystem Code	Identifies sub-system, if applicable.
Task Code	Displays the task code associated with the document.
Total Oblig (with DWADJ)	Displays for the document the total amount of the obligations with downward adjustments.
Trans Date	Date the transaction occurred.
Trans Source	Identifies source of transaction.
UDO	Displays for the document the total amount of undelivered orders.
UDO + UDO_DWADJ	Displays for the document the total amount of undelivered orders and undelivered orders with downward adjustments.
UDO DWADJ	Displays for the document the total amount of the undelivered orders with downward adjustments.
UEXP	Displays for the document the total amount of unpaid expenditures.
UEXP + UEXP_DWADJ	Displays for the document the total amount of unpaid expenditures and unpaid expenditures with downward adjustments.
UEXP DWADJ	Displays for the document the total amount of the unpaid expenditures with downward adjustments.
Vendor Report Name	Displays the name of the vendor associated with the document.

1.2 High Level – PO Worksheet

The *High Level - PO* worksheet provides information on documents which originated as undelivered orders, such as purchase orders, contracts & grants. This worksheet shows consolidated information for documents having undelivered orders and unpaid accrued expenditures balances.

The following depicts the parameter values applicable to the *High Level - PO* worksheet:

Edit Parameter Values

Please select values for the following parameters. To change these values later, select Edit Parameter Values from the Sheet menu.

As of GL End Date (DD-MON-YYYY)

Bureau Code

ORG1

ORG2 (% will select all)

ORG3 (% will select all)

Enter 1 or more Project Codes (% will select all)

Description
Specify the GL End Date for which to select data before or equal to this date.

Help OK Cancel

An example of the *High Level - PO* worksheet content is illustrated below:

Page Items: Bureau Code: 14 Affected Doc Group: PO

	Affected Document No	Vendor Report Name	Affected Item Type	Fund Code Fiscal Year	Fund Code	Program 14 Code	Org 17 Code	Project Code	Object 12 Code	UDO + UDO_DWADJ	UEXP + UEXP_DWADJ	PEXP + PEXP_DWADJ	Total Oblig (with DWADJ)	Max Trans Date
1	10187	INTEGRATED SOLU. SECURITY, INC	SUPPLY	2001	0002	06-01-02-000	06-00-0003-00-00-00-00	69P1BDV-P00	25-27	\$6,407.16	\$0.00	\$0.00	\$6,407.16	26-APR-2001
2	10713	LIVINGSTON SLOANE INC	SERV	2001	0016	11-01-03-000	06-30-0007-00-00-00-00	62T1CKB-P00	25-13	\$200.00	\$0.00	\$24,724.00	\$24,924.00	10-MAY-2002
3	10798	STATE OF OKLAHOMA	INTAGR	2001	0001	11-01-05-000	06-07-0003-00-00-00-00	68T1FSP-P00	25-12	\$22,970.57	\$0.00	\$0.00	\$22,970.57	31-MAY-2001
4	12754	FEDSOURCE	GOODS	2001	0002	06-01-02-000	06-10-0004-00-00-00-00	69P1BWG-P00	25-27	\$344.06	\$0.00	\$3,482.94	\$3,827.00	12-FEB-2002
5	13269	US WEST COMMUNICATION FEDERAL	GOODS	2001	0002	06-01-02-000	06-10-0005-00-00-00-00	69P1BWG-P00	26-18	\$71.53	\$0.00	\$13,875.20	\$13,946.73	01-OCT-2002
6	14035	GSA	RWA	2001	0002	06-01-02-000	06-30-0000-00-00-00-00	69P1BCG-P00	25-31	\$13,295.64	\$0.00	\$186,704.36	\$200,000.00	22-JUN-2007
7	14182	LEWAN & ASSOCIATES	SERV	2002	0002	06-01-02-000	06-20-0003-00-00-00-00	69P1BMG-P30	25-22	\$248.00	\$0.00	\$0.00	\$248.00	22-OCT-2001
8	14183	XEROX CORPORATION	SERV	2002	0002	06-01-02-000	06-20-0003-00-00-00-00	69P1BMG-P30	25-22	\$300.00	\$0.00	\$0.00	\$300.00	22-OCT-2001

1.3 High Level – Non-PO Worksheet

The *High Level – Non-PO* worksheet provides information on documents which did not originate as an undelivered order, such as “no match” invoices. This workbook shows all such documents with unpaid accrued expenditures balances.

Due to the nature of this data, there is often not a single document number under which to summarize the information. In order to better associate the transactions, this report sorts the data by the accounting information (ACCS), item type, vendor, and transaction amount. This brings similar transactions together to visually reconcile them.

This data may require closer examination because of the document chaining in Data Warehouse. Linking the creation and liquidation is difficult because of separate invoice and estimated accrual document numbers.

The rows in the worksheet are sorted so that creation and liquidation are likely to appear next to each other.

Note: This worksheet does not show documents prior to previous fiscal year, because any issues with those documents would have been corrected previously.

The following depicts the parameter values applicable to the *High Level – Non-PO* worksheet:

Edit Parameter Values

Please select values for the following parameters. To change these values later, select Edit Parameter Values from the Sheet menu.

As of GL End Date (DD-MON-YYYY)	30-JUN-2007
Bureau Code	14
ORG1	
ORG2 (% will select all)	
ORG3 (% will select all)	
Enter 1 or more Project Codes (% will select all)	%

Description
Specify the GL End Date for which to select data before or equal to this date.

Help OK Cancel

An example of the *High Level – Non-PO* worksheet content is illustrated below:

Page Items: Bureau Code: 14

	Fund Code Fiscal Year	Fund Code	Affected Item Type	Vendor Report Name	Program 1 4 Code	Org 1 7 Code	Project Code	Object 1 2 Code	Affected Doc Group	Affected Document No	UDO + UDO_DWADJ	UEXP + UEXP_DWADJ	PEXP + PEXP_DWADJ	Total Oblig (with DWADJ)	Max Trans Date
1	2006	0002	GASCD	VOYAGER FLEET SYSTEMS INC	06-01-02-000	06-57-0001-01-06-00-00	69P1BST-P45	26-17	EA	139806	\$0.00	\$473.75	\$0.00	\$473.75	23-SEP-2006
2			PRINT	GOVERNMENT PRINTING OFFICE	06-01-02-000	06-57-0001-06-00-00-00	69P1BPB-P60	24-11	EA	141058	\$0.00	\$458.00	\$0.00	\$458.00	25-SEP-2006
3			TELOPS	GENERAL SERVICES ADMIN	06-01-02-000	06-08-0002-00-00-00-00	69P1B1R-P00	23-37	EA	122051	\$0.00	\$1.34	\$0.00	\$1.34	15-AUG-2006
4										127630	\$0.00	\$1.34	\$0.00	\$1.34	15-AUG-2006
5								INV		2576412	\$0.00	<\$1.34>	\$1.92	\$0.58	06-OCT-2006
6								INV		2581996	\$0.00	<\$1.34>	\$3.88	\$2.54	09-NOV-2006
7					09-01-02-000	06-06-0011-00-00-00-00	29WGL00-P00	23-37	EA	131744	\$0.00	\$196.75	\$0.00	\$196.75	06-SEP-2006
8								INV		2608824	\$0.00	<\$196.75>	\$0.00	<\$196.75>	06-OCT-2006
9		0006	SUPPLY	GOVERNMENT MOVERS	06-01-02-000	06-06-0003-00-00-00-00	6BP1BNT-P00	26-25	EA	142146	\$0.00	<\$534.00>	\$0.00	<\$534.00>	22-NOV-2006
10						06-57-0001-08-00-00-00	6BP1FAA-P00	26-25	EA	142146	\$0.00	<\$94.00>	\$0.00	<\$94.00>	22-NOV-2006
11				HERMAN MILLER INC	06-01-02-000	06-06-0003-00-00-00-00	6BP1BNT-P00	26-25	EA	142146	\$0.00	\$534.00	\$0.00	\$534.00	26-SEP-2006

1.4 Deob Candidates Worksheet

The *Deob Candidates* worksheet identifies obligations which appear to be obsolete. It provides only documents in the PO group and excludes grants and contracts. By exporting this worksheet to a spreadsheet, it will allow you to indicate whether or not the document should be deobligated (Yes) or not (No). It also allows you to identify other documents, which should be deobligated and add them to the spreadsheet. By exporting this information and adding any additional information, you will be able to submit it electronically.

The following depicts the parameter values applicable to the *Deob Candidates* worksheet:

Edit Parameter Values

Please select values for the following parameters. To change these values later, select Edit Parameter Values from the Sheet menu.

As of GL End Date (DD-MON-YYYY)

Bureau Code

ORG1

ORG2 (% will select all)

ORG3 (% will select all)

Enter 1 or more Project Codes (% will select all)

Description
Specify the GL End Date for which to select data before or equal to this date.

Help OK Cancel

An example of the Deob Candidates worksheet content is illustrated below:

Page Items: Bureau Code: 14 Affected Doc Group: PO

	Deob (Y/N)?	Affected Document No	Affected Item Type	Vendor Report Name	Fund Code Fiscal Year	Fund Code	Org17 Code	Project Code	Object1 2 Code	UDO + UDO_DWADJ	UEXP + UEXP_DWADJ	PEXP + PEXP_DWADJ	Total Oblig (with DWADJ)	Max Trans Date	Payment Office Code
1		10187	SUPPLY	INTEGRATED SOLU. SECURITY, INC	2001	0002	06-00-0003-00-00-00-00	69P1BDV-P00	25-27	\$6,407.16	\$0.00	\$0.00	\$6,407.16	26-APR-2001	HQS
2		10713	SERV	LIVINGSTON SLONE INC	2001	0016	06-30-0007-00-00-00-00	62T1CKB-P00	25-13	\$200.00	\$0.00	\$24,724.00	\$24,924.00	10-MAY-2002	MASC
3		10798	INTAGR	STATE OF OKLAHOMA	2001	0001	06-07-0003-00-00-00-00	68T1FSP-P00	25-12	\$22,970.57	\$0.00	\$0.00	\$22,970.57	31-MAY-2001	CASC
4		12754	GOODS	FEDSOURCE	2001	0002	06-10-0004-00-00-00-00	69P1BWG-P00	25-27	\$344.06	\$0.00	\$3,482.94	\$3,827.00	12-FEB-2002	WASC
5		13269	GOODS	US WEST COMMUNICATION FEDERAL	2001	0002	06-10-0005-00-00-00-00	69P1BWG-P00	26-18	\$71.53	\$0.00	\$13,875.20	\$13,946.73	01-OCT-2002	WASC

1.5 Transaction Detail – Reference Number Worksheet

The *Transaction Detail – Reference Number* worksheet allows the user to view individual transactions against documents having the specified Reference Number. This worksheet is meant to assist with researching transaction details for specific documents.

The following depicts the parameter values applicable to the *Transaction Detail – Reference Number* worksheet:

Edit Parameter Values

Please select values for the following parameters. To change these values later, select Edit Parameter Values from the Sheet menu.

Affected Reference No (%)

Description
Specify one or more Reference Numbers for which to select data. Multiple values and wildcards(%) are permitted.

Help OK Cancel

An example of the *Transaction Detail – Reference Number* worksheet content is illustrated below:

Page Items:

Bureau Code: 14

Affected Doc Group: PO

	Deob (Y/N)?	Affected Document No	Affected Item Type	Vendor Report Name	Fund Code Fiscal Year	Fund Code	Org17 Code	Project Code	Object12 Code	UDO + UDO_DWADJ	UEXP + UEXP_DWADJ	PEXP + PEXP_DWADJ	Total Oblg (with DWADJ)	Max Trans Date	Payment Office Code
1		10187	SUPPLY	INTEGRATED SOLU. SECURITY, INC	2001	0002	06-00-0003-00-00-00-00	69P1BDV-P00	25-27	\$6,407.16	\$0.00	\$0.00	\$6,407.16	26-APR-2001	HQS
2		10713	SERV	LIVINGSTON SLONE INC	2001	0016	06-30-0007-00-00-00-00	62T1CKB-P00	25-13	\$200.00	\$0.00	\$24,724.00	\$24,924.00	10-MAY-2002	MASC
3		10798	INTAGR	STATE OF OKLAHOMA	2001	0001	06-07-0003-00-00-00-00	68T1FSP-P00	25-12	\$22,970.57	\$0.00	\$0.00	\$22,970.57	31-MAY-2001	CASC
4		12754	GOODS	FEDSOURCE	2001	0002	06-10-0004-00-00-00-00	69P1BWG-P00	25-27	\$344.06	\$0.00	\$3,482.94	\$3,827.00	12-FEB-2002	WASC
5		13269	GOODS	US WEST COMMUNICATION FEDERAL	2001	0002	06-10-0005-00-00-00-00	69P1BWG-P00	26-18	\$71.53	\$0.00	\$13,875.20	\$13,946.73	01-OCT-2002	WASC

1.6 Transaction Detail – Document Group & Number Worksheet

The *Transaction Detail – Document Group & Number* worksheet contains the same information as the *Transaction Detail – Reference No.* worksheet, but data is queried based on the Affected Document Group and Affected Document Number versus the Source Reference Number. This worksheet is also meant to assist with researching transaction details for specific documents.

The following depicts the parameter values applicable to the *Transaction Detail – Document Group & Number* worksheet:

Edit Parameter Values

Please select values for the following parameters. To change these values later, select Edit Parameter Values from the Sheet menu.

Affected Document Group (EA, PO, INV, GJ)

Affected Document Number

Description
Specify a single document group for which to query data.

Help OK Cancel

An example of the Transaction Detail – Document Group & Number worksheet content is illustrated below:

Page Items:

Bureau Code: 14

Affected Doc Group: EA

Project Code: 69P18PB

Affected Document No	Affected Document Type	Affected Item Type	Affected Reference No	Po Feeder Sys No	Fiscal Year	Fund Code Fiscal Year	Org1 Code	Org2 Code	Org3 Code	Fund Code	Task Code	Object1 2 Code	Trans Date	Py Record Flag	UDO	UEXP	PEXP	Subsystem Code	Trans Source	UDO DWADJ	UEXP DWADJ	PEXP DWADJ	Org1 7 Code
141058	EA	PRINT	600001	NULL	2006	2006 06	57	0001	0002	P60	24-11	25-SEP-2006	N	NULL		\$458.00	NULL	EA	EA	NULL	NULL	NULL	06-57-0001-06-00-00-00
Document																\$458.00							
Grand Total																\$458.00							